

**LYTTELTON/MT HERBERT COMMUNITY BOARD  
23 AUGUST 2012**

**Minutes of a meeting of the Lyttelton/Mt Herbert Community Board's  
Small Grants Fund Assessment Committee  
held on Thursday 23 August 2012 at 1.05pm in the Meeting Room,  
Naval Point Club, Charlotte Jane Quay, Lyttelton.**

**PRESENT:** Ann Jolliffe (Chairperson), Patricia Laird, Joy McLeod, Andrea Petschner and Adrian Te Patu.

**APOLOGIES:** Apologies were received and accepted from Andrea Bowater and Andrew Turner for absence and from Andrea Petschner for lateness.

The Committee reports that:

**PART C - DELEGATED DECISIONS**

**1. ELECTION OF CHAIRPERSON**

The Committee **resolved** that in the absence of Andrew Turner, Ann Jolliffe be appointed as Chairperson of the Committee for this meeting.

**2. LYTTELTON/MT HERBERT SMALL GRANTS FUND 2012/13 - ALLOCATIONS**

The Committee considered a report and its attached matrix which set out applications made to the Lyttelton/Mt Herbert Small Grants Fund for 2012/13.

Detailed information on each applicant's project was presented in a decision matrix attached to the report. The matrix named the organisation applying for the funding and clearly described the individual project applied for, including up to four project goals that will be delivered via the project. Details of alignment with the Council strategies and Board objectives were provided as well as historical background to projects and applications where applicable.

**COMMITTEE DECISION**

The Lyttelton/Mt Herbert Small Grants Fund Assessment Committee **resolved**:

(a) To approve allocations from the 2012/13 Lyttelton/Mt Herbert Small Grants Fund as follows:

| <b>No.</b> | <b>Group</b>                          | <b>Project</b>                                   | <b>Committee Decision</b>  |
|------------|---------------------------------------|--|--|
| 1.         | Project Lyttelton Incorporated        | Project – Administration Support                 | That the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee make a grant of \$3,000 to the Project Lyttelton Incorporated towards administration and operational costs.   |
| 2.         | Diamond Harbour Community Association | Diamond Harbour and Bays Business and Ideas Expo | That the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee make a grant of \$750 to the Diamond Harbour Community Association towards the cost of organising and Expo to provide an opportunity for people in the area to meet and discuss their situation, plans and vision for the future not only focussing on the Stoddart point area but encompassing the Harbour as a whole. |

| No. | Group  | Project   | Committee Decision   |
|-----|--|---|--|
| 3.  | Lyttelton Community House Trust                    | Community Lunch and Matariki                              | That the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee make a grant of \$1,000 to Lyttelton Community House Trust towards the cost of providing weekly Community Lunch and Matariki 2013 celebration.  |
| 4.  | Lyttelton Harbour Basin Youth Council Incorporated | Lyttelton Harbour Basin Youth Council Camp                | That the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee make a grant of \$1,596 to the Lyttelton Harbour Basin Youth Council Incorporated towards the cost of the Hanmer Springs Forest Camp.   |
| 5.  | Lyttelton Torpedo Boat Museum Trust                | Torpedo Boat Museum – Insurance Costs                     | That the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee make a grant of \$1,900 to the Lyttelton Torpedo Boat Museum Trust towards funding the annual insurance on the property.  |
| 6.  | Neighbourhood Support – Diamond Harbour            | Diamond Harbour Neighbourhood Support Maintenance Project | That the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee make a grant of \$200 to the Neighbourhood Support – Diamond Harbour to update their database, issue updated lists to all members and produce maps identifying the location and best access for emergency services. |
| 7.  | Project Lyttelton Incorporated                     | Timebank Project  | That the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee make a grant of \$1,500 towards the Timebank project.   |
| 8.  | Diamond Harbour Men's Shed                         | Community Men's Shed                                      | That the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee make a grant of \$500 for funding for an electricity connection to the Diamond Harbour Men's Shed.  |
| 9.  | Whakaraupo Carving Centre Trust                    | Whakaraupo Carving Centre Website                         | That the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee make a grant of \$1,500 to the Whakaraupo Carving Centre Trust to develop a website.  |
| 10. | Whakaraupo Carving Centre Trust                    | Carving Centre Course Promotions                          | That the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee decline the application from Whakaraupo Carving Centre Trust towards the cost of printing promotional materials but rather invest in developing the website project. (See Item 9).                                  |

| No. | Group  | Project                                     | Committee Decision   |
|-----|--|---|--|
| 11. | Diamond Harbour OSCAR After School Care Trust      | Diamond Harbour OSCAR Art Project Resources | That the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee decline the application from Diamond Harbour OSCAR After School Care Trust for art project resources and recommends that funding be obtained from Creative New Zealand or other funding streams.                                |
| 12. | Governors Bay Pottery Group                        | Governors Bay Pottery Kiln                  | That the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee decline the application from Governors Bay Pottery Group for the purchase of a kiln.  |
| 13. | Lyttelton Harbour Basin Youth Council Incorporated | Carving Course Project                      | That the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee decline the application from the Lyttelton Harbour Basin Youth Council Incorporated for course fees for mentoring ten young men due to insufficient funds.  |
| 14. | Otamahua/Quail Island Ecological Restoration Trust | Transport costs for Volunteers              | That the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee decline the application from Otamahua/Quail Island Ecological Restoration Trust and recommends that the application be referred to the Lyttelton/Mt Herbert Community Board for funding from their Discretionary Response Fund. |
| 15. | Diamond Harbour Districts Croquet Club             | Greens Maintenance – Lawn Mowing            | That the Lyttelton/Mt Herbert Small Grants Fund Assessment Committee decline the application from Diamond Harbour Districts Croquet Club towards the cost of greens mowing.  |

**2. *Diamond Harbour Community Association***

Joy McLeod and Adrian Te Patu declared an interest in respect of this item and took no part in the discussion or voting thereon.

**5. *Lyttelton Torpedo Boat Museum Trust***

The Committee **recommended** that the Lyttelton/Mt Herbert Community Board consider submitting for the Torpedo Boat Museum insurance to be funded through the Long Term Plan.

**8. *Diamond Harbour Men's Shed***

Adrian Te Patu declared an interest in respect of this item and took no part in the discussion or voting thereon.

**12. *Governors Bay Pottery Group***

The Committee **recommended** that the application from the Governors Bay Pottery Group for the purchase of a kiln be referred to the Lyttelton/Mt Herbert Community Board for funding from its Discretionary Response Fund.

**13. 10. 2012**

**Lyttelton/Mt Herbert Community Board Small Grants Fund Assessment Committee 23. 8. 2012**

**4**

- (b) That it delegate authority to the Committee Chairperson and A Committee member to confirm the minutes of this meeting.

The meeting concluded at 2.25pm

**CONFIRMED THIS 20TH DAY OF SEPTEMBER 2012**

**ANN JOLLIFFE  
CHAIRPERSON  
LYTTELTON/MT HERBERT SMALL  
GRANTS FUND ASSESSMENT COMMITTEE**

**PATRICIA LAIRD  
COMMITTEE MEMBER  
LYTTELTON/MT HERBERT SMALL  
GRANTS FUND ASSESSMENT COMMITTEE**